



Office of the City Clerk

Weekly Report – for Week Ending January 22, 2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections

City Clerk staff attended the California Association of City Clerks and Election Officials Conference on "Voting in California: Re-Imagining What's Possible" and returned with ideas for increasing and maintaining voter engagement.

2016 Neighborhood Council (NC) Elections

The following table reflects the number of certified and pending candidate applications to date:

Region	Number of Candidates Pending	Number of Candidates Certified
1	16	18
2	8	9
3	4	16
4	3	19
5	6	9
Totals:	37	71

There are seven NC regions which have yet to begin their candidate filing process. The staggered filing dates will range from January to March 2016. All elections will take place between April and June 2016.

City Clerk staff provided supplemental candidate processing training for the Independent Election Administrators (IEAs) on January 20.

City Clerk staff continues to work with EmpowerLA and the online voting vendor to finalize portals, procedures and testing plans before the first NC election.

2017 Primary and General Election

Staff began testing the Poll Recruiter application with a tablet using the new Windows 10 system in preparation for the 2017 election.

Council and Public Services:

Number of Ordinances Posted/Published	0
Number of Notices/Publications	26
Number of Contracts Attested	56
Number of Council Files Created	32
Number of Claims Received	127
Number of Referrals	39
Number of Council Meetings	3
Number of Committee Meetings	5

On January 15, the City Clerk submitted an application to the Innovation and Performance Commission for a proposed e-signature program. If approved, the program could be piloted within 60 days. The first phase of the e-signature program would, for the first time, allow the Mayor to sign Council actions electronically.

TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**
- **Webpage for Health Commission goes live**
- **Applied for Innovation Grant for E-Signature Program**



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The electronic claims form filings have seen an upswing as more people use the online feature. Of the 127 claims received this period, 112 – or 88 percent -- were electronic. The last three weeks have seen an average of 81 percent electronic filing.

Neighborhood and Business Improvement Districts:

On January 20, 2016, the Council adopted the Annual Report to reconfirm the assessments for the Little Tokyo BID for 2016.

On January 19, N&BID Division staff met with Systems Division staff to discuss a platform for electronic submissions of certain reports by the business improvement districts.

Systems

The new Health Commission webpage is now live. Agendas, journals, and other Health Commission-related information will be posted on the website. The webpage can be accessed from the City Clerk's internet site.

The Council motion subscription has been setup on the City's Early Notification System (ENS). All motions will be posted on the ENS the same day they are introduced.

Historical Archives Research

The Archives posted video clips on YouTube from the then- "Bureau of Right of Way and Land" showing scenes from Los Angeles circa 1938. Additional film footage related to the events below was also uploaded on YouTube:

- High surf damage to Venice Beach in 1939 <https://www.youtube.com/watch?v=hNTfEupgG8I&feature=youtube>
- Street conditions on San Pedro Street in 1938 <https://www.youtube.com/watch?v=Tv8Iak8rV-8&feature=youtube>
- Street conditions on Olympic Boulevard in 1938 <https://www.youtube.com/watch?v=a5FZi734A2Y&feature=youtube>

Fiscal

Staff completed a CPRA request pertaining to the Real Property Trust Funds, processed various petty cash requests and transfer documents pertaining to Council discretionary funds, processed General Fund transfers for the Mayor's office, and paid out excess sick time. **AB1290/Council** staff drafted one contract amendment, executed two contracts, has three contracts in process, has two contracts out to contractor, has two close-outs in process and is working on two CPRA requests. **General City Purposes** employees processed 11 allocation requests, submitted 10 invoices for payment, executed one contract and drafted one contract.

Personnel

Staff held two "new-hire" and one "leaving office" orientations, held one Family Medical Leave orientation, is working on service pin requests for CD 10 staff members, is working on a monthly Council salary report, is working on monthly badging report of all active elected office employees, is auditing the Ethics filers database to ensure accuracy and proper accounting of all filers in preparation for the annual conflict-of-interest filing in April, is working with a Council Office on ethics, personnel, conflict of interest, training and other matters, is working with the City Attorney on a number personnel/payroll issues, will hold workplace violence prevention training for CD 5 on January 21st, and is working with the CAO on position control and future personnel transactions in the City Clerk.

ISSUES

None to report.

UPCOMING. . .

The February 5, 2016 City Council meeting will be in Van Nuys. The next City Health Commission is scheduled for February 8, 2016. NC Region 6 begins candidate filing on January 21; Region 7 begins on January 30.